



Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
Indiana Government Center South
10 North Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317/232-7670
FAX: 317/233-4793
TDD: 317/232-7560
<http://www.workforce.IN.gov>
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TO: All WIB Directors

FROM: Diana L. Gushrowski
Acting Deputy Commissioner/Controller

DATE: March 6, 2003

SUBJECT: DWD Policy 2002 – 17
Adding of New Fixed Assets
to the WIA Inventories

Purpose:

To facilitate entry of newly acquired fixed assets into the automated inventory system database within the prescribed 30-day time frame.

Rescission: DWD Communication #2000-11

Content:

Due to technical connectivity issues with the Oracle Fixed Asset System, some WIA offices are unable to enter newly acquired fixed assets into the inventory database. In order to simplify and expedite the task of entering new fixed assets, the following procedure has been established.

In October 2000 an e-mail was sent to each WIB Director with an Excel attachment that contained all the necessary categories of information required for the entry of a new fixed asset into the inventory database. The form can be used whenever new assets are acquired and e-mailed to the DWD Property Officer. After a review for completeness, the Property Officer will download the new assets into the WIA's inventory database.

Procedures established in DWD Communication 2002-05, Property Management Policy, dated October 23, 2002, remain unchanged. Transmission of information for new fixed asset acquisitions should be sent to Mike Strain, DWD Property Officer, mstrain@dwd.state.in.us. Any questions or a request for the Excel form should be directed to Mike at (317) 232-1896.

Effective Date: March 17, 2003

Action: Please inform appropriate staff of the above.

Review Date/Ending Date: March 17, 2005

Ownership: Management Services